

## **JOB DESCRIPTION**

<b>Title of Position</b>	:	Occupational Health Nurse Practitioner-Entry level
<b>Classification</b>	:	Permanent
<b>Department Name</b>	:	Occupational Health Clinic/Mobile Clinic
<b>Reports to</b>	:	Occupational Health Clinic Manager
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<b>Subordinates</b>	:	Clinic Assistant/ Mobile Driver

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## **THIS IS AN ENTRY LEVEL POSITION**

### **PRIMARY PURPOSE AND FUNCTION**

Provide a comprehensive Occupational Health service to meet the objectives of the Association, its members, and clients.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

As the Occupational Health Nurse Practitioner you will be primarily responsible for the delivery of services and products associated with the occupational health clinic, medical surveillance programme and relevant primary healthcare. This includes services offered through the fixed clinic and mobile clinic.

#### **Responsibilities include but are not limited to:**

- Occupational screening tests as per occupation, job description, hazard and risk exposure.
- Ensure an implementation of an occupational health surveillance programme for each client.
- Make sure client employees are safe and healthy, as well as to identify and correct any health hazards.
- Document accurately all elements of nursing assessment and maintain all medical records using electronic medical record software.
- Maintains patient privacy and confidential patient information.
- A sense of urgency and business commitment.
- Positive attitude, drive, flexibility and a professional image in terms of appearance and conduct at all times.
- You will also be required to do First Aid Training, VCT (Voluntary counselling and testing) and other Health training from time to time, and also to assist in the implementation of a wellness programme at the Association.
- Conduct all medical, vision and audio screening and any other relevant screening tests.
- Complete all documentation, data capturing and record keeping at end of each working day.
- Setting up and packing away of all equipment as and when required.
- Do weekly stock take.
- You will be required to work in both the fixed clinic and the mobile clinic as designated by the Occupational Health Clinic Manager.
- Have a valid driver's licence which enables you to drive the mobile clinic as required in this role.
- Any other duties relating to the Clinic and/or Mobile Clinic or the Association as a whole, which may reasonably be expected of an employee in this position.

### **QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Current registration with South African Nursing council as a registered professional nurse.
- Dispensing licence certificate is an added advantage.
- An advanced Occupational Health qualification and at least 2 years experience in an occupational healthcare environment.
- Certification in Audiometry.
- Certification in Spirometry.
- Computer Literacy in Excel, Word, E-mail and Windows XP.
- Registered with the SANC and SASOHN.
- Knowledge of Occupational workplace safety (OHS Act 1993).
- Knowledge of occupational health screening.
- Ability to perform administrative tasks (Data capturing, record keeping, general administrative skill).
- Customer service skills.
- Problem solving skills.
- Professional level of organization.
- Good communication skills, both written and oral.
- Accuracy, time lines and strong organizational skills essential.
- Need a strong appreciation of the importance of completing tasks on deadline.
- Good management skills.
- Counselling skills.
- Presentation skills.
- Ability to work independently.
- Advanced knowledge of relevant labour and health legislations.
- Conversing in Zulu is a distinct advantage.
- Must have own transport.
- Must have a valid Code 10 driver's licence.

#### **Attributes**

Team Player, Customer service ethic, Trustworthy, Friendly demeanor, Ability to multi task, Physically Fit.

**Salary:** - This is an entry level position.

Negotiable depending on qualifications/experience.

Closing date: 9/11/2023

Kindly forward applications to: [recruitment@masterbuilders.co.za](mailto:recruitment@masterbuilders.co.za)